**IKI Small Grants**

**Narrative Progress Report**

**Instructions:** As stipulated in article 4.5 of the Grant agreement, narrative progress reports are to be prepared every six months. There is no need for an additional narrative report for the last reporting period of the project duration, as these months will be covered as part of the final report. The reports (and potential Annexes) shall be submitted electronically via email to the IKI Small Grants contact person, namely project managers, **no later than two months after the end of the respective reporting period**.

The report shall be sent as a WORD-file for review. Please fill out all chapters. If there is nothing to report in this reporting period, you can choose “not relevant in the reporting period”.

Especially in chapter 1 of this report, your findings, achievements, and lessons learned should be clearly but briefly presented. The project approach should not be repeated as it is already available to all stakeholders.

The logic framework (chapter 2) should be updated after each report, adding the newly achieved values. The means of verifying your activities or capacity building measures are to be submitted under “Annex”. Additionally, project results in form of studies, pictures or other supporting documents for the reporting period may be sent in as “Annex”.

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| Project data | |
| *Please insert your project data (see grant agreement)* | |
| *Contract number* | 8-digits number, starting with an 8 |
| *Project number* | Insert IKI Small Grants Project number from the project proposal section 1.1 |
| *Project title* |  |
| *Full legal name of the organisation* |  |
| *Country/countries of implementation* |  |
| *Project duration* | dd.mm.yyyy – dd.mm.yyyy |
| *Reporting period* | dd.mm.yyyy – dd.mm.yyyy |
| *Date of report submission* | dd.mm.yyyy |
| *Date of approval* | To be filled in by IKI Small Grants project manager |

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| **1. Overall project development** |
| *Please provide an overview of the project implementation within the time period covered by the narrative report. . Indicate whether the project is on track to achieve* ***its outcome/overarching goal.*** *Summarise the main results of the project in the appropriate column. Please be as precise as possible and use a maximum* ***of 400 words.*** |
| **1st Narrative Report** |
| **2nd Narrative Report** |
| **3rd Narrative Report** |
| **4th Narrative Report** |
| **5th Narrative Report** |
| **6th Narrative Report** |
| ***Only if applicable:*** *Please describe any* ***new developments*** *(positive or negative) in the context of the project or any* ***additional risks*** *that have emerged. Also consider the risk assessment from your project proposal – have there been any changes? If new developments require a change in the project concept respectively the grant agreement,* ***provide further information in section 5 of this report****. Please be as precise as possible and use a maximum* ***of 400 words.*** |
| **1st Narrative Report** |
| **2nd Narrative Report** |
| **3rd Narrative Report** |
| **4th Narrative Report** |
| **5th Narrative Report** |
| **6th Narrative Report** |

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| **2. Implementation Progress *(as described in your project proposal chapter 4)***  ***Should you face any issues with achieving the target value(s), please indicate this in chapter 5 - Deviations***  ***Please keep in mind to attach respective means of verification as annex to this report*** | | |
| *Please insert the description of the outcome and indicator(s) from the project proposal.* | *Please describe the implementation progress and provide your estimation whether everything can be implemented as planned* | |
| **Outcome:** insert description |  | |
| **Indicator I:** insert description | | |
| **Unit:** insert description | **Baseline value:** insert description | **Target value:** insert description  (if unit is people, please also indicate gender allocation) |
| **1st Narrative Report:**  **Value achieved as of** (MM.YYYY):  **Implementation status:**  Please select | **2nd Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | **3rd Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select |
| **4th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | **5th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | **6th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | |
| *For further indicators, please copy and insert the above rows here.* | | |

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| *Please insert the description of the output and indicator(s) from the project proposal.* | *If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.* | | |
| **Output I:** insert description | Please select | | |
| **Indicator I:** insert indicator |  | | |
| **Unit:** insert description | **Baseline value:** insert description (if unit is people, please also indicate gender allocation) | | **Target value:** insert description (if unit is people, please also indicate gender allocation) |
| **1st Narrative Report:**  **Value achieved as of** (MM.YYYY):  **Implementation status:**  Please select | **2nd Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | | **3rd Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select |
| **4th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | **5th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | | **6th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select |
| **Output 2:** insert description | Please select | | |
| **Indicator I:** insert description |  | | |
| **Unit:** insert description | **Baseline value:** insert description (if unit is people, please also indicate gender allocation) | | **Target value:** insert description (if unit is people, please also indicate gender allocation) |
| **1st Narrative Report:**  **Value achieved as of** (MM.YYYY):  **Implementation status:**  Please select | **2nd Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | | **3rd Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | |
| **4th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | **5th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select | | **6th Narrative Report:**  **Value achieved as of** (MM.YYYY):  *please comment overall value, not only this reporting period*  **Implementation status:**  Please select |
| For further indicators, please copy and insert the rows above rows here. | | | |
| Please insert the description of the activities from chapter 4 of your Project Proposal. | Please indicate the implementation status. | If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned.  If changes are needed and proposed, please clearly identify this, for example in a separate line with the topic: | |
| **Activity I.1** (mm.yy – mm.yy): insert description | Implementation status **1st Narrative Report**  Please select |  | |
| Implementation status **2nd Narrative Report**  Please select |  | |
| Implementation status **3rd Narrative Report**  Please select |  | |
| Implementation status **4th Narrative Report**  Please select |  | |
| Implementation status **5th Narrative Report**  Please select |  | |
| Implementation status **6th Narrative Report**  Please select |  | |
| For further activities, please copy and insert the above six rows here. | | | |

*For further outputs, please copy and insert the above table here.*

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| **3. Capacity Development (as described in your project proposal chapter 6)**  **Should you face any issues with achieving the target value(s), please indicate this in chapter 5 – Deviations. Please keep in mind to attach respective means of verification as annex to this report** | | | | | | |
| **3.1. Narrative reports for projects of Call 1 - 3**  Please insert the description of the output and indicator(s) from the project proposal (chapter 6.3). | | | | | | |
| **Output CD I:** insert description | | | | | | |
| **Indicator I:** insert description | **Unit:** insert description | | **Baseline value:** insert description | | | **Target value:** insert description  (if unit is people, please also indicate gender allocation) |
| **Value achieved:** (mm.yyyy) | | | | | **If value cannot be achieved, please indicate why:** | |
| Please insert the description of the activities from the project proposal. | | Please indicate time of implementation. | | If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned. | | |
| **Activity I.1** (mm.yy – mm.yy): insert description | | **Time of achievement**  (mm.yy)  Please select | | **Please briefly give further information on implementing the CD-activity, with max. 200 words:** | | |
| *For further indicators and activities, please copy and insert the above rows here.* | | | | | | |
| **3.1. Narrative reports for projects of Call 4 and following**  Please insert the description of the output and indicator(s) from the project proposal (chapter 6.5). | | | | | | |
| Please insert the description of the activities from the project proposal. | | Please indicate time of implementation. | | If relevant in this reporting period, please describe the implementation progress and provide your estimation whether everything can be implemented as planned. | | |
| **Activity I.1** (mm.yy – mm.yy): insert description | | **Time of achievement**  (mm.yy) | | **Please briefly give further information on implementing the – CD activity, with max. 200 words:** | | |

*For further outputs, please copy and insert the above table here.*

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| **4. Safeguards *(as described in your project proposal chapter 4.5)***  Is there a change in your evaluation of the project-relevant safeguards dimension? | |
| *If yes, please name the safeguards dimension and describe the changes, elaborate on how you plan to monitor, avoid, mitigate or minimize the negative impacts, following the logic of the project proposal. Please be as precise as possible and use a maximum* ***of 200 words.*** | |
| **1st Narrative Report** | Yes No  **If yes, please specify:** |
| **2nd Narrative Report** | Yes No  **If yes, please specify:** |
| **3rd Narrative Report** | Yes No  **If yes, please specify:** |
| **4th Narrative Report** | Yes No  **If yes, please specify:** |
| **5th Narrative Report** | Yes No  **If yes, please specify:** |
| **6th Narrative Report** | Yes No  **If yes, please specify:** |

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| **5. Deviation from the project concept or the grant agreement** | |
| *Please describe significant deviations from the project plan (both project proposal and time planning) that could lead to the project not being implemented as planned (and that might lead to a contract amendment).*  *Significant deviations are, for example, activities that cannot be implemented, outputs that cannot be achieved or major delays. This information will be the basis for a follow-up discussion with the IKI Small Grants team.*  *Be precise when describing the deviation, provide reasons for it and lay out the potential consequences for achieving the projects’ objective (cf. paragraph 4.4 of the grant agreement). Please use a maximum* ***of 300 words.*** | |
| **1st Narrative Report** | **Have there been any deviations from the project concept or grant agreement?**  Yes No  **If yes, please specify:** |
| **2nd Narrative Report** | **Have there been any deviations from the project concept or grant agreement?**  Yes No  **If yes, please specify:** |
| **3rd Narrative Report** | **Have there been any deviations from the project concept or grant agreement?**  Yes No  **If yes, please specify:** |
| **4th Narrative Report** | **Have there been any deviations from the project concept or grant agreement?**  Yes No  **If yes, please specify:** |
| **5th Narrative Report** | **Have there been any deviations from the project concept or grant agreement?**  Yes No  **If yes, please specify:** |
| **6th Narrative Report** | **Have there been any deviations from the project concept or grant agreement?**  Yes No  **If yes, please specify:** |

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| **6. Public Relations**  **\*** Information in these two sections is important for both project management and PR work. In case you do not wish online publication, please inform your project manager.  Please feel free to attach photos, brochures, flyers, newspaper articles, links to videos or interviews to this report. Due to legal regulations we can only publish pictures and videos that come with a [declaration of copyright](https://iki-small-grants.de/wp-content/uploads/2022/12/2022-IKI-Small-Grants-Copyright-Declaration-EN.pdf) and a [consent](https://iki-small-grants.de/wp-content/uploads/2022/12/2022-IKI-Small-Consent-Declaration-EN.pdf) form from every person pictured. You can find the respective forms on [our website](https://iki-small-grants.de/international-calls/) (in the Public Relations Box).  Kindly send us all pictures as appendix to the email. Supported file formats are .gif, .jpg, .jpeg, png. For further questions please contact the PR team: [iki-small-grants.pr@giz.de](mailto:iki-small-grants.pr@giz.de) |
| **6.a. Miscellaneous – What others may want to know about your project\* (optional)** |
| *Please describe* ***major achievements*** *or* ***highlights*** *based on section 1 that you want to share with us and potentially the public via the* ***IKI Small Grants webpage****. Please provide up to* ***4 short bullet points, with no more than 400 characters (incl. blank spaces),*** *that can be embedded in your project description on the IKI Small Grants webpage. Starting with the 2nd report: Please check which achievements have been published on your project page on* <https://iki-small-grants.de/projects/>. *Then decide whether they should be replaced completely or only some of them should be updated.* |
| **1st Narrative Report**   * … * … * … * … |
| **2nd Narrative Report**   * … * … * … * … |
| **3rd Narrative Report**   * … * … * … * … |
| **4th Narrative Report**   * … * … * … * … |
| **5th Narrative Report**   * … * … * … * … |
| **6th Narrative Report**   * … * … * … * … |
| **6.b. Annex\* (optional)** |
| *Please list all annexes that you will attach to your report, if applicable. You can provide illustrating materials (e.g., photos, brochures) that may partly be published on the* ***IKI Small Grants webpage****.* |
| **1st Narrative Report**  Annex 01: …  Annex 02: … |
| **2nd Narrative Report**  Annex 01: …  Annex 02: … |
| **3rd Narrative Report**  Annex 01: …  Annex 02: … |
| **4th Narrative Report**  Annex 01: …  Annex 02: … |
| **5th Narrative Report**  Annex 01: …  Annex 02: … |
| **6th Narrative Report**  Annex 01: …  Annex 02: … |